

RUEAHOF0103 UNCLAS  
161402Z JAN 03  
FM CDRPERSCOM ALEX VA//TAPC-PDO-IP//  
TO AIG 9150  
AIG 9175  
AIG 7405  
AIG 7406  
AIG 7407  
AIG 7446  
AIG 7447  
AIG 7585  
AIG 9045  
AIG 9151  
AIG 9893  
AIG 12522  
AIG 12508  
RUCAACC/CDR USCENCOM MACDILL AFB FL//  
RUCAACC/CDR US CENTCOM//J-1//  
RUCAACC/CDR US CENCTOM//J-3//  
RUEASRB/CDRFORSCOMFT MCPHERSON GA//AFAG/AFP1/AFAG-ISE//  
RUERAIX/CDRTRADOC FT MONROE VA//ATBO-BPM//  
RUEAAMC/CDR AMC ALEXANDRIA VA/AMCPE-AR//  
RHMFIUU/CDR AMC ALEXANDRIA VA/AMCPE-AR//  
RUFDCBU/CDR USAELM ACE BE//ACRT//  
RULSGLL/CDR MEPCOM N CHICAGO IL//MEPCHR-P//  
RUERGAH/CDRUSAMA WEST POINT NY //MAAG-E//  
RUEABUC/CDRUSARSO FT BUCHANAN PR //SOPR-AGF-A//  
RHMFIUU/CDRUSARSO FT BUCHANAN PR //SOPR-AGF-A//  
RUEAMTC/CDRMTMC FALLS CHURCH VA //MTPE-CSM-R//  
RUEAHIC/CDRUSAPAC FT SHAFTER HI //APAG-R//  
RUERSHA/CDR USAMEDCOM PROV FT SAM HOUSTON TX//MCPE-MR//  
RUERNUB/CDR FORT BLISS TX//ATZC-AG//  
RUERSOC/CDRUSASOC FT BRAGG NC //AOPE-RR//  
RUDIDFE/CDRDFAS-INDPOS CTR INDIANAPOLIS IN//DFAS-IN-SAE-C//  
RUEAUSA/CNGB WASHINGTON DC//NGB-APR//  
RUEAHOF/CDRPERSCOM ALEXANDRIA VA//TAPC-OPP-AT//  
RHMFIUU/CDRPERSCOM ALEXANDRIA VA//TAPC-OPP-AT//  
RUEANBA/CDRUSACIDC FT BELVOIR VA//CISP-PE-MP//  
RHMFIUU/CDRUSACIDC FT BELVOIR VA//CISP-PE-MP//  
RUEAHOF/CDRUSATAPC ALEXANDRIA VA //TAPC-EPR//  
RUERGAJ/CDRUSASSI FT JACKSON SC //ATSG-RRN//  
RHMFIUU/CDRUSASSI FT JACKSON SC //ATSG-RRN//  
RUERKOA/CDR USAREC FT KNOX KY//RCPER-R//  
RUEAOPA/CDR ATEC ALEXANDRIA VA//CSTE-RE//  
RHMFIUU/CDR ATEC ALEXANDRIA VA//CSTE-RE//  
RUEASLA/CDRRARPERSCOM ST LOUIS MO //DARP-ZPO//  
RUEASRB/CDR FORSCOM FT MCPHERSON GA//AFAG-RT//  
RUERLEX/CDR US ARMY COMBINED ARMS CENTER FT LEE VA//  
RULSAAS/CDRUSACCA BETHESDA MD //  
RUERRUK/CDR USISASC FT RUCKER AL//  
RUFDCBU/CDR 1ST PERSCOM SCHWEZINGEN GE//AEUPE-AR//  
RUERGAJ/CDR 3D PERSCOM JACKSON MI//AFRC-CAL-PPC-CO//  
RUERBFA/CDR3DPERSGP FT HOOD TX /AFZS//  
RHMFIUU/CDR3DPERSGP FT HOOD TX /AFZS//  
RUERHNB/CDR 18THPERSGP FT BRAGG NC//AFZA-PG-FO//  
RUEAWIS/CDR1STPERSGP FT LEWIS WA //AFZH-AG//  
RUAGAMS/CDR 8THPERSCOMKOR SEOUL KOREA//EAPC-PM-R//

RUEAHOE/CDR AFRC-CMN INDIANAPOLIS IN//  
RUEADWD/CDR OCAR DA WASHINGTON DC//OCAR-ZX  
RUEADWD/CHIEF ARNG WASHINGTON DC  
INFO ARSTAF  
RUEADWD/HQDA WASH DC//DAPE-ZA/DAPE-MP/DAPE-MO/DAMO-ZXA//  
RUEAHOF/CDRPERSCOM ALEXANDRIA VA //TAPC-PDO-IP/TAPC-PL/TAPC-CP/  
RHMFIUU/CDRPERSCOM ALEXANDRIA VA //TAPC-PDO-IP/TAPC-PL/TAPC-CP/  
RUEAHOF/TAPC-PAO/TAPC-PAL/TAPC-EP/TAPC-OP/TAPC-PS/TAPD/MPSA/  
RUEAHOF/TAPC-PDZ-B  
RUEAHOF/CDRUSAPPC ALEXANDRIA VA//  
RUEAHOF/CDRUSACFSC ALEXANDRIA VA//CFSC-HR-P//  
RUEAHOF/CHUSA CIVPERSCEN ALEXANDRIA VA//  
RUEAHOF/EXECUTIVE DIRECTOR MPSA ALEXANDRIA VA//  
RUEADWD/CDR INSTALLATION MANAGEMENT AGENCY WASHINGTON DC//  
RUEAHOF/PER DIEM TVL AND TR ALWS COMTE ALEXANDRIA VA//  
RHMFIUU/PER DIEM TVL AND TR ALWS COMTE ALEXANDRIA VA//  
ACCT TAPC-PDO-IP

BT

UNCLASS

MILPER MESSAGE: 03-070

SUBJECT: CONTINGENCY OPERATIONS PERSONNEL PLANNING GUIDANCE

- A. MILPER MESSAGE 99-079, 032020Z FEB 99, SUBJECT: CONTINGENCY OPERATIONS PERSONNEL PLANNING GUIDANCE.
- B. MILPER MESSAGE 99-202, 291853Z JUL 99, SUBJECT: CONTINGENCY OPERATIONS PERSONNEL PLANNING GUIDANCE UPDATE.
- C. MILPER MESSAGE 02-252, 231515Z SEP 02, SUBJECT: PROCESSING OFFICIAL PHOTOGRAPHS IN THE DA PHOTOGRAPH MANAGEMENT INFORMATION SYSTEM (DAPMIS).
- D. AOC PREPOSITIONED MESSAGE, DATE/TIME TBD, SUBJECT: ARMY RECORDKEEPING FOR TBD. RECORDS MANAGEMENT AND DECLASSIFICATION AGENCY'S QUICK REFERENCE GUIDE TO DOCUMENT OPERATIONS FOR DEPLOYED UNITS OF THE ARMY.
- E. SIDPERS-3 PROCEDURAL GUIDANCE, PROCEDURE 3-38, PROCESS TCS REASSIGNMENT.
- F. AR 40-66, MEDICAL RECORD ADMINISTRATION AND HEALTH CARE DOCUMENTATION.
- G. AR 135-155, PROMOTION OF COMMISSIONED OFFICERS AND WARRANT OFFICERS OTHER THAN GENERAL OFFICERS.
- H. AR 525-13, ANTITERRORISM FORCE PROTECTION.
- I. AR 600-8-1, ARMY CASUALTY OPERATIONS/ASSISTANCE/INSURANCE.
- J. AR 600-8-11, REASSIGNMENT.
- K. AR 600-8-10, LEAVES AND PASSES.
- L. AR 600-8-19, ENLISTED PROMOTIONS AND REDUCTIONS.
- M. AR 140-158, ENLISTED PERSONNEL CLASSIFICATION PROMOTION AND
- N. AR 600-8-22, MILITARY AWARDS.
- O. AR 600-8-24, OFFICER TRANSFERS AND DISCHARGES.
- P. AR 600-8-29, OFFICER PROMOTIONS.
- Q. AR 600-8-101, PERSONNEL IN AND OUT MOBILIZATION PROCESSING.
- R. AR 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS.
- S. AR 600-8-111, WARTIME REPLACEMENT OPERATIONS.
- T. AR 600-20, ARMY COMMAND POLICY.
- U. AR 600-60, PHYSICAL PERFORMANCE EVALUATION SYSTEM.
- V. AR 600-110, IDENTIFICATION, SURVEILLANCE, AND ADMINISTRATION OF PERSONNEL INFECTED WITH HUMAN IMMUNODEFICIENCY VIRUS (HIV).
- W. AR 601-280, ARMY RETENTION PROGRAM.
- X. AR 614-30, OVERSEAS SERVICE.
- Y. AR 621-5, ARMY CONTINUING EDUCATION SYSTEM.

Z. AR 623-105, OFFICER EVALUATION REPORTING SYSTEM.  
 AA. AR 623-205, ENLISTED EVALUATION REPORTING SYSTEM.  
 BB. AR 640-30, PHOTOGRAPHS FOR MILITARY PERSONNEL FILES.  
 CC. DOD 1348.33-M, MANUAL OF MILITARY DECORATIONS AND AWARDS.  
 DD. AR 600-8-3, UNIT POSTAL OPERATIONS  
 EE. DOD 4525.6-M DOD POSTAL MANUAL  
 FF. FM 12-6 CHAPTER 6, POSTAL OPERATIONS MANAGEMENT  
 GG. DODI .2000.16, DOD ANTI-TERRORISM PROGRAM STANDARDS.  
 HH. DODD 1332.35, TRANSITION ASSISTANCE FOR MILITARY PERSONNEL.  
 II. ARMY CHIEF OF STAFF MSG 231500Z OCT 02, SUBJECT: ARMY PERSONNEL  
 TEMPO PHILOSOPHY AND POLICY GUIDANCE.  
 JJ.HQDA DAPE-MPE-DR MSG, DTG 091300Z APR 02, SUBJECT: PERSONNEL  
 TEMPO TRACKING AND CONTINUED REPORTING REQUIREMENTS.  
 KK. DAPE-PRO-PCC ALARACT MESSAGE 105/2002 DTG 241339Z OCT 02,  
 SUBJECT: UPDATE ON MORTUARY AFFAIRS AND DISPOSITION OF PERSONAL  
 EFFECTS.  
 LL. PERSCOM ONLINE GUIDANCE.  
 (1) PERSTEMPO POLICIES AND OTHER INFORMATION AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/PERSTEMPO/ DEFAULT.HTM.  
 (2) PERSTEMPO USER MANUAL AT URL HTTPS:  
 //WWW.PERSCOM.ARMY.MIL/PERSTEMPO/OPPROC/PAGE1.HTM.  
 (3) PERSTEMPO INFORMATION MESSAGES AT URL HTTPS:  
 //WWW.PERSCOM.ARMY.MIL/PERSTEMPO/DAMESSAGES/ EFAULT.HTM.  
 (4) MOBILIZATION OF RESERVE COMPONENT PERSONNEL AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-18.HTM.  
 (5) REPORTING TEMPORARY CHANGE OF STATION (TCS) PERSONNEL AT URL

PAGE 08 RUEAHOF0103 UNCLAS

HTTPS: //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/ SIDPERS3/3-38.HTM.

- (6) REPORTING PERSONNEL ARRIVALS.AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/INDEX3.HTM.
  - (7) REPORTING PERSONNEL DEPARTURES AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-3.HTM.
  - (8) REPORTING PERSONNEL ATTACHMENTS AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-9.HTM.
  - (9) REPORTING PERSONNEL RELEASE FROM ATTACHMENT AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-9.HTM.
  - (10) REPORTING THE TRANSITION OF PERSONNEL FROM THE ACTIVE ARMY AT  
 URL HTTPS: //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/ SIDPERS3/3-14.HTM
  - (11) REPORTING LOSSES TO THE ACTIVE ARMY AT URL HTTPS:  
 //WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-15.HTM.
  - (12) ARMY G-1 PLANNING AND PERSONNEL POLICY GUIDANCE FOR OPERATIONS  
 NOBLE EAGLE AND ENDURING FREEDOM //WWW.ODCSPER.ARMY.MIL "PLANS  
 RESOURCES AND OPERATIONS"
  - (13) TAG EMAIL MESSAGE 13 JAN 2003 12:16 EST - TACTICAL PERSONNEL  
 SYSTEM (TPS) PLANNING GUIDANCE
1. THIS MESSAGE REPLACES THOSE LISTED IN REFERENCES A AND B AND WILL  
 EXPIRE NLT 1 SEP 03.
  2. THIS MESSAGE OUTLINES THE PERSONNEL PROCESSING PROCEDURES  
 REQUIRED TO DEPLOY ACTIVE ARMY AND RESERVE COMPONENT (RC) UNITS AND  
 INDIVIDUAL FILLERS AND AUGMENTEES IN SUPPORT OF A MILITARY  
 CONTINGENCY OR HUMANITARIAN ASSISTANCE OPERATION. IF REQUIRED, A  
 MISSION SPECIFIC MESSAGE WILL BE PUBLISHED TO PROVIDE UNIQUE  
 PROCESSING REQUIREMENTS ASSOCIATED WITH AN INDIVIDUAL OPERATION.
  3. CONTINGENCY OPERATIONS GUIDANCE AND PROCEDURES FOR STANDARD

INSTALLATION/DIVISION PERSONNEL SYSTEM (SIDPERS) PROCESSING, TEMPORARY CHANGE OF STATION (TCS), PERSONNEL TEMPO (PERSTEMPO), PERSONNEL ACCOUNTING AND STRENGTH REPORTING, MILITARY ORDERS, PERSONNEL RECORDS, AND ENTITLEMENTS ARE CONTAINED IN REFERENCE D AT THIS WEBSITE: [HTTP://WWW.PERSCOM.ARMY.MIL/TAGD/SIDPERS3/3-38.HTM](http://www.perscom.army.mil/tagd/sidpers3/3-38.htm).

4. UNLESS OTHERWISE DIRECTED BY HQDA OR THIS MESSAGE, INDIVIDUAL FILLERS AND AUGMENTEES (I.E., TCS SOLDIERS) WILL:

A. PROCESS THROUGH THE PERSONNEL SERVICES BATTALION (PSB) OR MILITARY PERSONNEL DIVISION (MPD) SUPPORTING THE UNIT IF THE SOLDIER JOINS THE UNIT BEFORE THE UNIT DEPARTS TO THE THEATER OF OPERATIONS.

B. PROCESS THROUGH THE PSB/MPD SERVICING THE DEPLOYED UNIT BEFORE DEPLOYING TO THE THEATER OF OPERATIONS IF NO CONUS REPLACEMENT CENTER (CRC), INDIVIDUAL DEPLOYMENT SITE (IDS), OR SIMILAR ACTIVITY HAS BEEN DESIGNATED.

C. OUT-PROCESS FROM THE HOME STATION DIRECTLY TO THE CRC, IDS, OR OTHER REPLACEMENT ACTIVITY WHEN SUCH ACTIVITY HAS BEEN DESIGNATED.

D. HANDCARRY THE REQUIRED EQUIPMENT AND CLOTHING TO THE CRC, IDS, OR OTHER REPLACEMENT ACTIVITY AS DIRECTED IN THE TCS ORDERS, IF THE HOME STATION HAS SUCH ITEMS AVAILABLE FOR ISSUE.

5. THEATER PERSONNEL ACCOUNTING.

A. THE TACTICAL PERSONNEL SYSTEM (TPS) WILL BE UTILIZED AT ALL ECHELONS TO BUILD AND MAINTAIN A DEPLOYED THEATER DATABASE. TPS IS A HASTY FIELD REPORTING SYSTEM, WHICH DOES NOT REPLACE SIDPERS, BUT ENHANCES THE ARMY'S ABILITY TO ACCOUNT FOR PERSONNEL IN THEATER. COMMANDERS ARE REMINDED THAT TPS CONTAINS "FOR OFFICIAL USE ONLY" INFORMATION AND CONTROLLING DISTRIBUTION OF TPS DISKETTES IS ESSENTIAL.

(1) UNITS DEPLOYING WILL MANIFEST USING TPS AND HAND CARRY THE TPS DISK TO THEATER. UPON ARRIVAL, ALL UNIT PERSONNEL WILL BE ENTERED INTO THE THEATER TPS DATABASE AT THE APOD EITHER BY SWIPE CARD OR UPLOAD OF THE TPS DISK. ALL UNITS (BATTALION S1/SEPARATE COMPANY AND HIGHER) WILL USE TPS TO MANAGE THEIR DATABASE. THE TPS DATABASE WILL STORE NOT ONLY ARMY PERSONNEL, BUT JOINT AND US CIVILIAN. RECONCILIATION WILL OCCUR BETWEEN LEVELS BASED ON THEATER POLICY.

(2) PERSONNEL LEADERS MUST ENSURE THAT UNIT COMMANDERS WITHIN THEIR AREA OF RESPONSIBILITY RECORD ALL GAINS, LOSSES, AND DUTY STATUS IN TPS AND FORWARD DATA ACCORDING TO THEATER PROCEDURES.

(3) INDIVIDUAL REPLACEMENTS WILL BE SWIPED AT THE APOD AND PROCESSED THROUGH THE JRC/REPLACEMENT COMPANY. ONCE INDIVIDUAL REPLACEMENT IS ASSIGNED TO THE GAINING UNIT, BATTALIONS S1S WILL ADD INDIVIDUAL REPLACEMENTS TO THE TPS DATABASE AND PERFORM SIDPERS-3 ARRIVAL TRANSACTION.

B. SIDPERS-3 PERSONNEL ACCOUNTABILITY

(1) DEPLOYING UNIT COMMANDERS MUST REASSIGN NON-DEPLOYING PERSONNEL TO ANOTHER INSTALLATION UIC BEFORE UNIT DEPLOYS. A NON-DEPLOYING UNIT MAY BE ANY OF THE FOLLOWING TYPES:

(A) AN EXISTING NON-DEPLOYING UNIT LOCATED ON THE SAME INSTALLATION AS THE DEPLOYING UNIT.

(B) A DERIVATIVE UNIT IDENTIFICATION CODE (UIC) OF A DEPLOYING UNIT (E.G., A REAR DETACHMENT). IF A DERIVATIVE UIC IS USED, THE SERVICING UNIT IDENTIFICATION CODE (UIC) INFORMATION OFFICER (UICIO) MUST COORDINATE WITH THE APPROPRIATE MAJOR COMMAND (MACOM) TO ENSURE THAT ALL DERIVATIVE UICS ACTIVATED IN SUPPORT OF THE OPERATION ARE REGISTERED IN THE STATUS OF RESOURCES AND TRAINING SYSTEM (SORTS).

(C) THE NON-DEPLOYING PARENT UIC OF THE DEPLOYING UNIT.

(2) UNIT COMMANDERS IN THEATER WILL CONTINUE TO USE SIDPERS-3 TO PROCESS INDIVIDUAL ARRIVALS, DEPARTURES, ATTACHMENTS, RELEASE FROM

ATTACHMENTS, DEATHS, AND DUTY STATUS AS REQUIRED. WHEN SOLDIERS ARE REASSIGNED PCS BETWEEN DEPLOYED UNITS THEY WILL BE DEPARTED FROM LOSING UNIT AND ARRIVED TO GAINING UNIT IN SIDPERS-3.

C. ATTACHMENT OF PERSONNEL TO DUIC OR AS NEEDED.

(1) IF DESIRED, COMMANDERS CAN MAKE LIMITED USE OF DUIC TO ATTACH PERSONNEL TO FACILITATE PERSONNEL SERVICES OF TASK FORCED PERSONNEL.

ATTACHMENT TO A DUIC IS NOT THE TOOL FOR ACCOUNTABILITY, BUT WOULD BE USEFUL IN PROVIDING PERSONNEL SERVICE SUPPORT TO SOLDIERS NOT ON THE SUPPORTING PERSONNEL UNITS PPA.

(2) THE INSTALLATION UNIT IDENTIFICATION CODE (UIC) INFORMATION OFFICER (UICIO) MUST REGISTER EACH UIC THROUGH PROPER CHANNELS IN SORTS, PREFERABLY BEFORE THE MAJOR ELEMENTS DEPLOY. DERIVATIVE UNIT IDENTIFICATION CODES (DUIC) MAY BE ISSUED AS NEEDED. THIS PROCESS SHOULD ALSO BE COORDINATED WITH CFLCC C1.

D. TCS PERSONNEL WILL BE ATTACHED TO GAINING UIC. SEE PARAGRAPH 6D BELOW.

6. FUNDAMENTALS OF PERSONNEL ACCOUNTING AND DEPLOYMENT TRACKING. SEE AR 600-8-6.

A. INTERCOMPONENT DATA TRANSFER (ICDT) SOLDIER BUNDLES. THIS IS THE MOST IMPORTANT PROCESS TO START PERSONNEL ACCOUNTING FOR RESERVE COMPONENT (RC) SOLDIERS. THE U.S. ARMY RESERVE (USAR) AND U.S. ARMY NATIONAL GUARD OF THE UNITED STATES (ARNGUS) MUST FORWARD SOLDIER BUNDLES IN SUFFICIENT TIME TO PROCESS BEFORE RC SOLDIERS ARRIVE AT THEIR MOBILIZATION STATIONS. THIS BECOMES CRITICAL WHEN A MAJOR MOBILIZATION IS IN PROGRESS BECAUSE SIDPERS-3 USERS AND PERSCOM FUNCTIONAL PERSONNEL WILL NOT HAVE TIME TO RESOLVE NON-COMPLIANCE ISSUES.

B. HOME STATION PERSONNEL SERVICE SUPPORT. DEPLOYING UNITS ARE NOT PERMANENTLY REASSIGNED TO A DEPLOYED LOCATION. A UNIT'S HOME STATION IS NOT CHANGED IN SORTS. THE UNIT CONTINUES HOME STATION RELATIONSHIPS WITH COMMAND AND CONTROL TEMPORALLY PASSED TO THE THEATER COMMANDER. THE MOBILIZATION STATION BECOMES THE HOME STATION FOR MOBILIZED RC UNITS. THE HOME STATION REMAINS RESPONSIBLE FOR PERSONNEL SERVICE SUPPORT (PSS) TO INCLUDE PERSONNEL ACCOUNTABILITY.

A FORWARD DEPLOYED SUPPORT ELEMENT OR UNIT S1, DEPENDING ON THE SIZE OF THE DEPLOYED FORCE PROVIDES PSS. PERSONNEL ACCOUNTABILITY IS MAINTAINED THROUGH SIDPERS-3 ACCESS USING THEATER COMMUNICATIONS FACILITIES. SEE FM 12-6 (PERSONNEL DOCTRINE), CHAPTERS 2 AND 5.

(1) THEATER PSS PERSONNEL OR BNS1 MUST PROVIDE PERSONNEL ACCOUNTING INFORMATION TO THE HOME STATION PERSONNEL AUTOMATION SECTION (PAS) VIA EMAIL, TELEPHONE, FAX, OR COURIER IF COMMUNICATION FACILITIES ARE NOT AVAILABLE. THE PAS OR DESIGNATED REPRESENTATIVE WILL INPUT DATA INTO SIDPERS-3.

(2) ALL ACTIVE AND RESERVE COMPONENT UNITS WILL DEPLOY UNDER THE AUTHORITY OF FORMAT 745 ORDERS. NO SIDPER-3 DEPARTURES WILL BE SUBMITTED ON UNIT PERSONNEL NOR WILL THEY BE ARRIVED IN THE THEATER VIA SIDPERS-3.

C. PERSTEMPO. AT THIS TIME, THE ARMY'S AUTOMATED DATABASE FOR PERSONNEL TEMPO (PERSTEMPO) IS NOT OPERATIONAL. AS AN INTERIM MEASURE, SOLDIER DEPLOYMENT DATA WILL BE MAINTAINED MANUALLY BY THE SOLDIER'S UNIT. UNITS WILL MAINTAIN PERSTEMPO DATA MANUALLY USING THE PERSTEMPO TRACKING TOOL AVAILABLE UNDER "FORMS AND TOOLS" AT WWW.PERSCOMONLINE/PERSTEMPO. ONCE THE AUTOMATED PERSTEMPO TRACKING AND REPORTING SYSTEM IS BROUGHT BACK ON-LINE, THE SOLDIER'S INDIVIDUAL PERSTEMPO DATA WILL BE RECORDED IN THE PERSTEMPO WEB APPLICATION. PERSTEMPO DATA WILL BE ENTERED ACCORDING TO INSTRUCTIONS PROVIDED IN THE PERSTEMPO BUSINESS RULES. ALL APPLICABLE

REFERENCES ARE AVAILABLE AT [WWW.PERSCOMONLINE/PERSTEMPO](http://WWW.PERSCOMONLINE.PERSTEMPO).

D. TEMPORARY CHANGE OF STATION (TCS). INDIVIDUAL AUGMENTEES WILL BE REASSIGNED IN A TCS STATUS UNLESS OTHERWISE DIRECTED BY HQDA. SEE REPORTING SOLDIERS TEMPORARY CHANGE OF STATION (TCS) AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-38.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-38.HTM). TCS SOLDIERS WILL BE:

- (1) REASSIGNED USING FORMAT 401 ORDERS.
  - (2) DEPARTED IN SIDPERS-3 TO GAINING TCS UNIT. THE DEPARTURE MOVEMENT DESIGNATOR CODE (MDC) WILL BE 'PM'. THIS MDC IS CRITICAL TO ENSURE THAT REPLACEMENT FLOW IS NOT IMPACTED BY THE DEPARTURE. SEE REPORTING PERSONNEL DEPARTURES AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-3.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-3.HTM).
  - (3) IN ORDER TO RETAIN LOSING STATION SIDPERS-3 VISIBILITY ON DEPLOYED SOLDIERS PERSONNEL ACCOUNTABILITY MANAGERS WILL ATTACH SOLDIERS TO THE LOSING UNIT AFTER THE SOLDIER DEPARTS ON TCS ORDERS. IF THE HOME UNIT AND TCS UNIT ARE SERVICED BY THE SAME PPA, DO NOT REATTACH SOLDIER. THE ATTACHMENT DESCRIBED IN PARA 5 TAKES PRIORITY. SEE REPORTING PERSONNEL ATTACHMENTS AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-8.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-8.HTM).
  - (4) ARRIVED IN SIDPERS-3 TO THE GAINING TCS UNIT. SEE REPORTING PERSONNEL ARRIVALS AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/INDEX3.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/INDEX3.HTM).
  - (5) DEPARTED IN SIDPERS-3 UPON REDEPLOYMENT. SEE REPORTING PERSONNEL DEPARTURES AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-3.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-3.HTM).
  - (6) UPON RETURN TO HOME UNIT:
    - (A) FIRST, RELEASE TCS SOLDIER FROM ATTACHMENT IN SIDPERS-3. SEE REPORTING PERSONNEL RELEASE FROM ATTACHMENT AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-9.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-9.HTM).
    - (B) SECOND, ARRIVE SOLDIER. SEE REPORTING PERSONNEL ARRIVALS AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/INDEX3.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/INDEX3.HTM).
- E. RESERVE COMPONENT (RC) MOBILIZATION. RC SOLDIERS MOBILIZE AS INDIVIDUALS NOT ASSIGNED TO RC UNITS OR WITH UNITS. **OFTEN INDIVIDUALS AND SMALL UNITS MOBILIZE AT INSTALLATIONS NOT DESIGNATED AS MOBILIZATION STATIONS. INSTALLATIONS WILL NOTIFY FORCES COMMAND AND THE APPROPRIATE RESERVE COMPONENT CHAIN OF COMMAND WHEN SMALL UNITS MOBILIZE FROM INSTALLATIONS NOT PREVIOUSLY DESIGNATED BY FORSCOM. INSTALLATIONS MUST HAVE PLANS AND PROCEDURES IN PLACE IN THE EVENT RC SOLDIERS ARE MOBILIZED AT THESE STATIONS.** FOR FURTHER GUIDANCE SEE ALARACT MSG DAPE-PRO 086/2002, 171635Z SEP 02 SUBJECT: CONSOLIDATED PPG FOR OPERATION NOBLE EAGLE AND ENDURING FREEDOM AT URL [HTTP://WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/CONSOLIDATEDPPG/](http://WWW.ODCSPER.ARMY.MIL/DIRECTORATES/PR/PRO/CONSOLIDATEDPPG/), PROCEDURES FOR MOBILIZATION OF RESERVE COMPONENT PERSONNEL AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-18.HTM](https://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-18.HTM), AND PERSCOM MILPER MSG, 01-248, 28 AUG 01, SUBJECT: CONTINGENCY OPERATIONS PERSONNEL PLANNING GUIDANCE AT URL [HTTP://RSCOMND04.ARMY.MIL/MILPERMSG.NSF/WEBMILPERFRAMESET/OPENFRAMES.ET](http://RSCOMND04.ARMY.MIL/MILPERMSG.NSF/WEBMILPERFRAMESET/OPENFRAMES.ET).
- (1) RC UNIT MOBILIZATION. RC UNIT COMMANDERS MUST CONDUCT AS MUCH SOLDIER READINESS PROCESSING (SRP) AS POSSIBLE BEFORE UNITS ARRIVE AT MOBILIZATION STATION. THE MOBILIZATION STATION MUST:
    - (A) VALIDATE SRP.
    - (B) SUBMIT UNIT MOBILIZATION (4055) TRANSACTIONS IN SIDPERS-3. ALL SIDPERS-3 SUPPORT MUST BE PROVIDED BY THE MOBILIZATION STATION ONCE RC SOLDIERS ARE MOBILIZED IN SIDPERS-3. THE MOBILIZATION STATION BECOMES THE HOME STATION, AND CONTINUES TO PROVIDE PSS TO UNIT

PERSONNEL. FORMAT 401 (TCS) ORDERS WILL BE PUBLISHED IF A UNIT MEMBER IS LATER REASSIGNED OUT OF THE UNIT.

(2) INDIVIDUAL RC MOBILIZATION. MOBILIZATION STATIONS MUST CONDUCT SRP AND ENSURE THAT INDIVIDUAL MOBILIZATION (4056) TRANSACTIONS ARE SUBMITTED IN SIDPERS-3. CURRENTLY ALL RC SOLDIERS MOBILIZED AS INDIVIDUALS ARE REASSIGNED IN A TCS STATUS ONCE THEY ARE MOBILIZED AND REASSIGNED. A FORMAT 401 TCS ORDER WILL BE PUBLISHED IF THESE SOLDIERS ARE REASSIGNED BETWEEN LOCAL UNITS OR DUTY STATIONS. FORMAT 401 (TCS) ORDERS WILL NOT BE PUBLISHED IF SOLDIER REMAINS ASSIGNED TO UNIT DESIGNATED IN MOBILIZATION ORDERS.

(3) INDIVIDUAL MANAGEMENT AUGMENTEES (IMA) AND ARMY GUARD/RESERVE (AGR). IMA AND AGR RC SOLDIERS ARE NORMALLY ASSIGNED TO PRE-DETERMINED POSITIONS AND ARE MOBILIZED TO THOSE POSITIONS. OFTEN THESE SOLDIERS GO STRAIGHT TO THEIR ASSIGNED POSITIONS WITHOUT PROCESSING THROUGH ASSIGNED UNIT AND LOCAL PSS ACTIVITY. THEY MUST IN-PROCESS, RECEIVE SRP, AND BE MOBILIZED IN SIDPERS-3 (4056 TRANSACTION). ALL ORGANIZATIONS THAT ARE ASSIGNED IMA OR AGR SOLDIERS MUST ENSURE THAT THEY ARE PROPERLY PROCESSED AND PERSONNEL ACCOUNTABILITY ACHIEVED. IF SOLDIERS ARE REASSIGNED BETWEEN LOCAL UNITS, A FORMAT 401 TCS ORDER WILL BE PUBLISHED. FORMAT 401 (TCS) ORDERS WILL NOT BE PUBLISHED IF SOLDIER REMAINS ASSIGNED TO UNIT DESIGNATED IN MOBILIZATION ORDERS.

(4) INDIVIDUAL READY RESERVE (IRR) AND RETIREES. THESE SOLDIERS MUST HAVE THEIR MILITARY SKILLS EVALUATED BY A TRADOC TRAINING INSTALLATION AND A DETERMINATION MADE IF ADDITIONAL TRAINING IS REQUIRED BEFORE DEPLOYMENT. THE TRAINING STATION MUST SUBMIT A SIDPERS-3 MOBILIZATION (4056) TRANSACTION ON EACH SOLDIER. FORMAT 401 (TCS) ORDERS WILL BE PUBLISHED EACH TIME THESE SOLDIERS ARE REASSIGNED BETWEEN DUTY STATIONS OR LOCAL UNITS.

F. DEMOBILIZATION AND TRANSITION. ALL TCS SOLDIERS (AA AND RC) AND RC UNIT MEMBERS WILL RETURN TO THEIR ORIGINAL MOBILIZATION, CRC, OR IDS STATION FOR DEMOBILIZATION. THIS IS CRITICAL BECAUSE THE ORIGINAL MOBILIZATION STATION RETAINS A COPY OF ALL REQUIRED INFORMATION TO PREPARE THE DD FORM 214 AND EFFICIENTLY OUT-PROCESS THE SOLDIER, CLOTHING, DENTAL, AND MEDICAL RECORDS WHICH PERTAIN TO ACCOUNTABILITY AND SUSTAINMENT OF THE INDIVIDUAL SOLDIER WHILE ON ACTIVE DUTY.

(1) ALL ACTIVE ARMY SOLDIERS RETURNING FROM TCS ASSIGNMENTS WILL BE RETURNED TO THEIR HOME STATION AFTER PROCESSING.

(2) ALL RC SOLDIERS EXCEPT TITLE 10 AGRS WHO ARE REFRAD WILL BE PROVIDED A DD FORM 214. AS AN EXCEPTION TO AR 635-5 PARA 2-1 A (4) SOLDIERS THAT ARE TITLE 10 AGR SERVING ON ACTIVE DUTY AT THE TIME OF DEMOBILIZATION WILL NOT RECEIVE A DD FORM 214, HE OR SHE WILL ONLY RECEIVE A DD FORM 220 (ACTIVE DUTY REPORT). THIS EXCEPTION DOES NOT APPLY TO TITLE 32 ARNG SOLDIERS. IF THE SOLDIER IS A TITLE 32 ARNG SOLDIER AT THE TIME OF DEMOBILIZATION, HE OR SHE WILL RECEIVE A DD FORM 214.

(3) A SIDPERS-3 TRANSITION (5010) TRANSACTION WILL BE SUBMITTED ON EACH RC SOLDIER INCLUDING AGRS WHO ARE REFRAD.

(4) SEE REPORTING THE TRANSITION OF PERSONNEL FROM THE ACTIVE ARMY AT URL [HTTPS://WWW.PERSCOMONLINE.ARMY.MIL/TAGD/SIDPERS3/3-14.HTM](https://www.perscomonline.army.mil/tagd/sidpers3/3-14.htm)

7. FOR BOTH TCS SOLDIERS AND UNIT DEPLOYMENTS, INSTALLATION/UNIT/ACTIVITY COMMANDERS WILL ENSURE THAT ALL DEPLOYING SOLDIERS MEET THE SOLDIER READINESS REQUIREMENTS STATED IN AR 614-30, AR 600-8-101, AND THIS MESSAGE. IF THERE IS A CONFLICT BETWEEN THESE REGULATIONS, FOLLOW THE INSTRUCTIONS OF AR 614-30 UNLESS OTHERWISE DIRECTED BY THIS MESSAGE. READINESS PROCESSING MUST BE ACCOMPLISHED

TO THE MAXIMUM EXTENT POSSIBLE FOR SOLDIERS BEFORE THEY DEPART THEIR HOME STATIONS. COMMANDERS WILL ENSURE THAT THE COMPLETION OF THE READINESS PROCESSING REQUIREMENTS AND THE RESOLUTION OF DISCREPANCIES ARE CERTIFIED ON THE READINESS AND DEPLOYMENT CHECKLIST (DA FORM 7425). FOR RC SOLDIERS, THE CRC, IDS, OR MOBILIZATION STATION WILL ENSURE THAT SOLDIER READINESS PROCESSING IS ACCOMPLISHED BEFORE THEY DEPLOY.

8. INSTALLATION/ACTIVITY COMMANDER WILL ENSURE THAT:

A. ALL SOLDIERS ARE ADVISED THAT THEY ARE PROHIBITED FROM PARTICIPATING IN "ANY SERVICE MEMBER" TYPE MAILING PROGRAMS WHERE THEY RECEIVE MAIL FROM UNKNOWN SOURCES TO THEM OR FOR FURTHER DISTRIBUTION TO OTHER UNIT MEMBERS.

B. ALL SOLDIERS ARE PROVIDED THE TOLL FREE NUMBER (1-800-810-6098) TO GIVE TO

FAMILY MEMBERS TO CALL TO GET ASSISTANCE IF THEY EXPERIENCE ANY PROBLEMS FROM THEIR LOCAL POST OFFICE WITH ACCEPTANCE OF MAIL FOR CONTINGENCY ARMY POST OFFICES (APO'S.)

C. ALL SOLDIERS WILL BE PROVIDED THEIR CORRECT MAILING ADDRESS WITHIN 24 HOURS OF DEPLOYMENT OR SOONER. THE CORRECT MAILING ADDRESS CONSISTS OF ONLY THE RANK/GRADE, NAME, UNIT NUMBER, AND APO NUMBER. NEVER INCLUDE A GEOGRAPHIC LOCATION SUCH AS COUNTRY NAME. IF THE ADDRESS PROVIDED INCLUDES A ZIP CODE PLUS FOUR NUMBERS, IT IS VERY IMPORTANT THAT CORRESPONDENTS USE THE ENTIRE ZIP PLUS FOUR APO NUMBER.

D. ALL SOLDIERS WILL COMPLETE A CHANGE OF ADDRESS CARD (DD FORM 3955) IF THEY WISH TO HAVE THEIR MAIL FORWARDED TO THE DEPLOYED LOCATION, AND ENSURE IT IS ON FILE WITH THEIR SERVICING UNIT MAIL ROOM. SOLDIERS RECEIVING MAIL DELIVERY DIRECTLY FROM THE US POSTAL SERVICE MUST FILE THE CHANGE OF ADDRESS WITH THEIR SERVICING POST OFFICE IF THEY WISH THEIR MAIL TO BE FORWARDED TO THE DEPLOYED LOCATION.

E. UPON INITIAL DEPLOYMENT TO CONTINGENCY LOCATIONS, DEPLOYED PERSONNEL MAY BE LIMITED TO FIRST-CLASS LETTER MAIL TO INCLUDE VIDEO/AUDIO TAPES. THIS WOULD REMAIN IN EFFECT UNTIL THE THEATER COMMANDER DETERMINES IT IS LOGISTICALLY FEASIBLE TO AIRLIFT AND PROCESS OTHER CLASSES ACCORDING TO POSTAL REGULATIONS AND POLICIES.

F. "FREE MAIL" MAY BE ESTABLISHED FOR DEPLOYED PERSONNEL (NOT FOR FAMILY MEMBERS TO MAIL TO DEPLOYED PERSONNEL). "FREE MAIL" IS LIMITED TO LETTER MAIL, AUDIO/VIDEO RECORDED TAPES OR PERSONAL CORRESPONDENCE SENT FROM THE DEPLOYED LOCATION TO ANYWHERE WITHIN THE DELIVERY LIMITS OF THE USPS OR MILITARY POSTAL SERVICE (MPS). THE MAILER MUST HANDWRITE THE WORD "FREE" IN THE UPPER RIGHT CORNER OF THE MAIL BEING SENT.

9. THE FOLLOWING READINESS REQUIREMENTS REQUIRE SPECIAL ATTENTION TO ENSURE THAT THEY ARE MET FOR ALL DEPLOYING SOLDIERS BEFORE DEPARTURE TO THE THEATER OF OPERATIONS:

A. HAVE ATTENDED ANTITERRORISM FORCE PROTECTION LEVEL 1 AWARENESS TRAINING PER DEPARTMENT OF DEFENSE INSTRUCTIONS (DODI) 2000.16 AND AR 525-13.

B. HAVE A DD FORM 2766 (ADULT PREVENTIVE AND CHRONIC CARE FLOWSHEET) COMPLETED BY THE MEDICAL TREATMENT FACILITY.

C. NO PERMANENT PHYSICAL PROFILE 3 AND 4 SOLDIERS MAY DEPLOY WITHOUT A MOS MEDICAL RETENTION BOARD (MMRB) CLEARANCE AND/OR COMPLETION OF MEDICAL EVALUATION BOARD (MEB), PHYSICAL EVALUATION BOARD (PEB) PROCEEDINGS, AND RETENTION BY A PEB. HOWEVER, PER AR 600-60, PARA 4-4B, THE MOS MEDICAL REVIEW BOARD CONVENING AUTHORITY (MMRBCA) MAY SUBSTITUTE A SCREENING PROCESS FOR THE MMRB. UNDER THE SCREENING



PROCESS, THE MMRBCA CERTIFIES THAT THE SOLDIER IS DEPLOYABLE BASED UPON RECOMMENDATION FROM THE SOLDIER'S COMMANDER AND THE RESULTS OF MEDICAL SCREENING. SOLDIERS WITH A PERMANENT OR TEMPORARY PROFILE 3 OR 4 CAN ONLY DEPLOY IF THE SOLDIER'S COMMANDER AND THE MMRBCA CONCUR THAT THE SOLDIER IS FULLY MISSION CAPABLE IAW AR 600-60.

D. HAVE RECEIVED HIV SCREENING PER AR 600-110.

E. HAVE A DEOXYRIBONUCLEIC ACID (DNA) SPECIMEN COLLECTED. EVIDENCE OF COLLECTION SHOULD BE ON THE DD FORM 2766 IN THE SOLDIER'S MEDICAL RECORD. IF THERE IS NO RECORD OF DNA COLLECTION IN THE SOLDIER'S MEDICAL RECORD, A SPECIMEN MUST BE TAKEN BEFORE THE SOLDIER DEPLOYS.

F. HAVE RECEIVED THE IMMUNIZATIONS REQUIRED FOR THE THEATER OF OPERATIONS.

G. IF THE THEATER OF OPERATIONS IS AN OFFICIALLY DESIGNATED HIGH THREAT AREA, ALL DEPLOYING SOLDIERS WILL BE ENROLLED IN AND COMPLIANT WITH THE ANTHRAX VACCINE IMMUNIZATION PROGRAM (AVIP). IF THE THEATER IS NOT IN A HIGH THREAT AREA, THE AVIP STATUS OF ALL DEPLOYING SOLDIERS WILL BE CHECKED, AND THE CONTINUAL COMPLIANCE STATUS OF AVIP MEMBERS WILL BE ENSURED TO THE EXTENT FEASIBLE.

H. THAT THE SOLDIERS' DENTAL RECORDS CONTAIN A PANOGRAPH.

I. THAT DENTAL CLASS 3 AND 4 SOLDIERS WHO REQUIRE TREATMENT ARE NOT DEPLOYED UNTIL THE TREATMENT IS COMPLETED AT THE UNIT'S SERVICING DENTAL FACILITY OR THE MOBILIZATION STATION.

J. IF A SOLDIER IS WEARING ONE OR MORE ORTHODONTIC APPLIANCES, AN ORTHODONTIST WILL EVALUATE THE APPLIANCE(S) FOR STABILITY AND INACTIVATE THE DEVICE(S) THROUGH THE USE OF PASSIVE HOLDING ARCHES, "VACATION TIES," OR OTHER MEANS BEFORE THE SOLDIER DEPARTS. IF THESE CONDITIONS CANNOT BE MET, THE SOLDIER WILL NOT DEPLOY.

K. ENSURE ALL SOLDIERS REVIEW AND UPDATE THEIR RECORD OF EMERGENCY DATA (DD FORM 93) AND THE SERVICE MEMBER'S GROUP LIFE INSURANCE ELECTION AND CERTIFICATE (SGLV FORM 8286). REVIEW MUST INCLUDE VERIFICATION OF RELATIVES' ADDRESS INFORMATION AND PHONE NUMBERS, IF AVAILABLE. REQUEST FOR COVERAGE (SGLV FORM 8285) AND REQUEST FOR FAMILY COVERAGE (SGLV FORM 8285A) UNDER SGLI SHOULD ALSO BE REVIEWED AND COMPLETED AS NECESSARY. ACCURACY OF THESE DOCUMENTS IS CRITICAL TO THE TIMELY NOTIFICATION TO FAMILY MEMBERS.

L. RECORD OF EMERGENCY DATA (DD FORM 93) MUST ALSO BE COMPLETED ON ALL DEPLOYING CIVILIAN AND CONTRACTOR PERSONNEL. ALL LOCATIONS (INCLUDING HOME STATION, INDIVIDUAL DEPLOYMENT SITE, CONUS REPLACEMENT CENTER, OR POWER PROJECTION PLATFORMS) WHICH PREPARE THE DD FORM 93 ON MILITARY, CIVILIAN AND CONTRACTOR PERSONNEL MUST NOT ONLY RETAIN A COPY ON FILE, BUT ENSURE A COPY IS ALSO MAILED IMMEDIATELY TO: COMMANDER, PERSCOM, ATTN: TAPC-PEC, 2461 EISENHOWER AVE, ALEXANDRIA, VA 22331-0481. ENVELOPES MUST BE CLEARLY MARKED IN QUOTATIONS "DEPLOYED" TO ENSURE IMMEDIATE PROCESSING. ADDITIONALLY, MARK/ANNOTATE FORMS WITH "CIVILIAN" AND "CONTRACTOR" AND SEPARATE THEM FROM MILITARY PERSONNEL FOR EXPEDITIOUS PROCESSING. CONTRACTOR PERSONNEL SHOULD INCLUDE THEIR COMPANY NAME AND PHONE NUMBER IN THE REMARKS SECTION OF THE DD FORM 93.

M. THAT ENLISTED PERSONNEL HAVE A COMPLETED DA FORM 4591 (RETENTION DATA WORKSHEET) AS OUTLINED IN ANNEX H, AR 601-280.

N. IF APPLICABLE, HAVE AN APPROVED OR RECERTIFIED DA FORM 5305 (FAMILY CARE PLAN (FCP)) PER AR 600-20.